

1 January 2008

MEMORANDUM FOR APPLICANT

FROM: 177 MSF/DP

SUBJECT: Undergraduate Pilot Training

1. Thank you for expressing an interest in becoming an aviator at the 177th Fighter Wing. It is my job to help you reach that goal provided that you have taken the steps necessary to be competitive in the increasing pool of pilot applicants. Today's applicant is a highly motivated individual who has worked extremely hard to achieve a high grade point average in college and has accumulated some flying time as a private and/or commercial pilot.

2. I receive dozens of inquiries weekly from individuals desiring to fulfill a lifelong desire to become a military aviator. The packages that these individuals send to me come in all shapes and sizes. It is also apparent that this can become expensive for the applicants so my goal is to make your application process (and in turn, the review process) easier.

3. Enclosed in this package you will find a sample pilot applicant package. It is simple, and to the point. Many of you go to great expense to prepare a package using expensive folders and bindings. Save your money! I don't need an expensive package to learn about you, I just need the facts. The pilot screening board wants to know what will make you a great officer first, and a great aviator second. Your resume should arrive in exactly the format you see in this package. There is also a form titled **Pilot Applicant Questionnaire** that you will need to complete.

4. For your convenience, e-mail your completed package to me at:

Diana.brown.1@njatla.ang.af.mil

5. Simply change the name and pertinent data you see in the sample package to represent you, and e-mail it back. That is the easiest way to submit the application and the method I prefer. When finished updating the information, change the file name from **upt package Sample.doc** to **your last name.doc** prior to e-mailing it back. For instance, my package would be called **brown.doc**. You can mail photocopies of letters of recommendation and college transcripts to us at:

177 MSF/DP
400 Langley Road
Egg Harbor Township, NJ 08234-9500
Attn: Major Diana Brown

6. In closing, your pilot application should simply consist of a cover letter, detailed resume of your military and civilian experience, the pilot applicant questionnaire completely filled in (e-mailed to me), and photocopies of your college transcripts and any letters of recommendation you may have (mailed to me), in that order.

7. Best wishes in your endeavor to become an Air National Guard fighter pilot!

(Signed)

DIANA M. BROWN, Maj, NJANG

Director of Personnel

609-645-6213

10 Aug 2003

MEMORANDUM FOR SELECTING OFFICIALS

FROM: ***(Your Name)*** Senior Airman Brian Smith

SUBJECT: UPT Selection Board

1. I am writing you this letter to express my desire to be considered in your upcoming UPT selection board. I am interested in becoming an officer and an aviator in your unit. I understand that this means attending training at the convenience of the government. ***(Tell us how you heard about us, be factual)*** I heard about your unit and your upcoming selection board via an announcement on your website.

2. ***(Anything you desire that will set you apart from the rest of the people meeting the board.)*** I am currently 23 years old and possess a Bachelor of Sciences Degree in Business Management with a minor in Aeronautics. I have logged a total of 1,000 flight hours (800 single engine and 200 multi-engine) and think that this has greatly prepared me for Air Force pilot training. I have been a member of the 108th Air Refueling Wing at McGuire Air Force Base for the past six years as a crew chief on the KC-135. I used the tuition assistance and benefits of the Air National Guard to get my degree and look forward to becoming a fighter pilot in your squadron.

3. ***(How can I reach you easily?)*** I can be reached at 609-645-6213 Monday through Friday or 609-645-6045 evenings and weekends. My e-mail address is: bsmith@aol.com. I look forward to hearing from you soon.

(Signed)

BRIAN SMITH, SRA, NJANG

Pilot Applicant

BRIAN SMITH
115 Blake Street
Newtonville, NJ 08114
609-645-6213 (Work)
609-645-6045 (Home)
bsmith@aol.com

OBJECTIVE: To become a commissioned officer and pilot at the 177th Fighter Wing

WORK HISTORY:

January 1993 - Present **108th ARW NJ Air National Guard-KC 135 Crewchief**

- Responsible for the maintenance, launch, and recovery of the KC-135 Stratotanker
- Maintain the technical orders publication library

April 1998 - Present **Computer Sciences Corporation - FAA Software Design**

- Develop and tested Air Traffic Control Software
- Fly Boeing 737 Simulator for real time testing
- Involved in FAA contract negotiations

March 1997 - March 1998 **NYMA Corporation - Software Design**

- Developed the Traffic Management System Software
- Test the software interface with ATC Towers
- Produced user manual for use with software

November 1995-February 1996 **Paulsboro Flying Club-Flight Instructor**

- Served as resident flight instructor giving primary flight instruction
- Managed flight training and ground school

EDUCATION:

Bachelor of Science in Business Management
Minor in Aeronautics
Trenton State College, 1997. GPA 3.8

PILOT CERTIFICATES:

- | | |
|------------------------------|--|
| Commercial Privileges: | <ul style="list-style-type: none">▪ Airplane Single-engine Land▪ Airplane Multi-engine Land▪ Instrument Airplane |
| Certified Flight Instructor: | <ul style="list-style-type: none">▪ Airplane Single-engine Land▪ Instrument Ground |

FLIGHT EXPERIENCE:

- | | | |
|---------------|-------|--|
| Total Time | -1000 | |
| Single-Engine | -800 | ▪ Beach Bonanza, Grumman Trainer |
| Multi-Engine | -200 | ▪ 1900D, Navajo, limited Beechjet King Air |

PERSONAL:

Date of Birth:	▪ 12 October 1975
Physical Condition	▪ Excellent, non-smoker
Hobbies	▪ Skiing, weightlifting, tennis

1. Personal Data			
Last Name	First Name	Middle Name	SSAN
			- -
Address		City	
State	Zip Code	Date of Birth	
E-mail address (Important):			
Phone Number			
home (w/answering machine)		Work	
() -		() - Ext.	

2. Military Affiliation
Current Military Affiliation
If none, put NONE
Prior Military Affiliation
If not applicable, put N/A

3. Education Level
Name of College
Location (City & State)

Pilot Applicant Questionnaire

Use the space provided below to clarify any questions from pages one and two of this questionnaire.

Major	Year Completed
GPA	

4. Flying Data

(If you have no previous flying experience, go to block 6)

Single Engine Hours	Multi-Engine Hours	Jet Hours	Total Hours

5. Pilot Certificates

(If none, put NONE)

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6. Test Scores

AFOQT

Date taken			Where	
Pilot	Nav	Academic	Verbal	Quantitative
TBAS Score:		Date Taken:		

7. Could you leave for training on short notice?:

☐ Yes

☐ No

If no, how much notification do you require?

8. Have you ever been arrested and/or convicted of any offense, including drugs?

☐ YES

☐ NO

Pilot Applicant Questionnaire

Use the space provided below to clarify any questions from pages one and two of this questionnaire.

If yes, explain in detail on page 5. Include the charge and disposition.

9. Do you plan to reside in the Atlantic City area upon completion of training?

☐ YES

☐ NO

10. Have you ever been eliminated from any flying or other training leading to a commission from any branch of the Armed Forces?

☐ YES

☐ NO

If yes, explain in detail on page 5.

Copies of College Transcripts

Copies of Letters of Recommendation